

***APPLICATIONS FOR EMPLOYMENT
WITH THE CITY OF SAN DIEGO ARE AVAILABLE
AT THESE LOCATIONS:***

EMPLOYMENT INFORMATION CENTER

The Employment Information Center is located on the west side first floor of Civic Center Plaza Building, 1200 3rd Avenue, San Diego, Suite 101A. Operating hours are Monday through Friday, between 8:00 a.m. and 5:00 p.m. Meter and paid parking are available. For directions, please visit our Web page at:
<http://www.sandiego.gov/empopp/>
Phone: (619) 236-6467
Fax: (619) 236-6672.


BY MAIL

To receive an application by mail or to be notified of future application filing periods, send a 9" x 12" self-addressed stamped envelope with proper amount of postage (3 oz. large envelope, .87¢). Write the title of the job in which you are interested on the envelope and mail to:
City of San Diego Jobs, 1200 Third Avenue, Suite 300, San Diego, CA 92101

For additional information about employment with the City of San Diego Park and Recreation Department, please call (619) 685-1323. If you reach the voicemail, please leave your first and last name, mailing address, phone number and your e-mail address.

AS A RECIPIENT OF FEDERAL FUNDS, THE CITY OF SAN DIEGO CANNOT DISCRIMINATE AGAINST ANYONE ON THE BASIS OF RACE, COLOR, GENDER, RELIGIOUS CREED, MARITAL STATUS, SEXUAL ORIENTATION, ANCESTRY, NATIONAL ORIGIN, AGE, MENTAL OR PHYSICAL DISABILITY, MEDICAL CONDITION (INCLUDING HIV, AIDS & AIDS-RELATED COMPLEX). IF ANYONE BELIEVES HE OR SHE HAS BEEN DISCRIMINATED AGAINST, HE OR SHE MAY FILE A COMPLAINT ALLEGING THE DISCRIMINATION WITH EITHER THE CITY OF SAN DIEGO PARK AND RECREATION DEPARTMENT (CONTACT DISTRICT MANAGER (619) 685-1308) OR THE OFFICE OF EQUAL OPPORTUNITY, U. S. DEPARTMENT OF THE INTERIOR, WASHINGTON, D.C. 20240. THIS INFORMATION IS AVAILABLE IN ALTERNATIVE FORMATS UPON REQUEST.

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 **RESOURCE
RECYCLING
CREATION**

COMMUNITY SERVICE CENTERS

Call for hours and directions.

Clairemont (858) 581-4111
4731 Clairemont Drive (92117)

Navajo (619) 668-2700
7381 Jackson Drive (92119)

Peninsula (619) 692-4970
3740 Sports Arena Blvd., Suite 2 (92110)

Rancho Bernardo (858) 538-8070
17110 Bernardo Center Drive,
2nd Floor (92128)

San Ysidro (619) 424-0230
663 E. San Ysidro Blvd. (92173)

Scripps Ranch (858) 538-8200
11885 Cypress Canyon Road (92131)



THE CITY OF SAN DIEGO PARK AND RECREATION DEPARTMENT
"WE ENRICH LIVES THROUGH QUALITY PARKS AND PROGRAMS"

GET IN THE GAME!

Team Players Wanted at Your Local Recreation Center



*For information,
visit www.sandiego.gov/park-and-recreation/*

OVERVIEW

Recreation Leaders with the City of San Diego Park and Recreation Department are special people who build community in the neighborhoods of America's Finest City. Our staff members lead a variety of recreation activities, from sports to crafts to dance classes, to working with individuals with special needs. We're looking for talented, dedicated and professional staff members to work at our recreation facilities and parks. Our staff are ambassadors to the communities we serve, and are required to be friendly and have excellent customer service skills.

FREQUENTLY ASKED QUESTIONS

"WHAT WILL I DO?" Recreation Leaders will plan, organize and teach typical recreation activities such as arts, crafts, games and sports. They are assigned to recreation facilities and parks throughout the City of San Diego. They also help with special events and classes held at our locations. Most positions are part-time/hourly and may average up to 19 hours per week, including evening and weekend hours. During the holidays and summer, hours generally increase due to increased programs and events.

"WHAT ARE THE BENEFITS OF BECOMING A RECREATION STAFF MEMBER?" It's a great opportunity to share your talent and expertise in sports, arts and crafts with the community. We offer a team environment, where everyone shares in the work to make a difference in the communities we serve. Recreation Leaders are seasonal positions, which offer flexibility for students, retirees and others looking for part-time employment. A job with the Park and Recreation Department also provides a

solid foundation for anyone pursuing a career in education, coaching, fire fighting, law enforcement, business, medicine and physical training. Many employees promote within the department or explore other career options with the City of San Diego.

"WHEN DO I APPLY FOR A POSITION?" Applications are accepted throughout the year. Check the City of San Diego Web site for exact application dates: <http://www.sandiego.gov/empopp>. It is important to turn in your application by the deadline indicated on the official application.

"WHERE DO I PICK UP AN APPLICATION?" It's easy! Applications are available from the City of San Diego's Employment Information Center or from your local Community Service Center. You can apply by mail or submit it to the Employment Information Center or Community Service Center. Locations on the other side of this brochure.

"I AM INTERESTED IN BEING A LIFEGUARD AT A CITY OF SAN DIEGO SWIMMING POOL. HOW DO I APPLY?" Applications are typically accepted in the Fall and Spring. Pool staff provides a safe and healthy environment and expand on their coaching and teaching interests. All Pool Staff members need to have the required lifeguard certifications before applying, and the City of San Diego Park and Recreation Department offers a number of these classes throughout the year. For more information, please visit www.sandiego.gov/park-and-recreation/ and click on "I Want To Become A Certified Lifeguard" (under News & Announcements) or call (619) 685-1323.

REQUIREMENTS FOR RECREATION LEADERSHIP POSITIONS

RECREATION LEADER I
(starts at \$11.52 an hour)
AGE: You must be 16 years of age. (Applicants under 18 must get a work permit from their school district. If you are 17 years old and a high school graduate, you may just submit a copy of your high school graduation certificate.)
EXPERIENCE: 900 hours of Recreation Leadership* experience OR
EDUCATION: 15 semester or 22.5 quarter units of college level courses in Physical Education and/or Recreation.

RECREATION LEADER II
(starts at \$13.28 an hour)
Recreation Leader II staff work with minimal supervision and at least two years of college-level education is highly desirable. These positions also teach specialized classes and work with individuals with disabilities through the Therapeutic Recreation program.
AGE: You must be at least 18 years of age.
EXPERIENCE: 1800 hours of Recreation Leadership* experience OR
EDUCATION: 30 semester or 45 quarter units of college level courses in Physical Education and/or Recreation.
LICENSE: A valid California Class C Driver's License is required at the time of hire.

***IMPORTANT NOTES:**
Recreation Leadership refers to the planning/organizing/teaching/leading typical recreation center activities such as arts and crafts, games and sports.

An equivalent combination of education and experience may be substituted for the requirements specified above.

Qualifying Physical Education and Recreation courses must consist of participation in typical Recreation Center sports such as baseball, football, volleyball, etc. Theory course will only be accepted if they are part of a completed Bachelor's or other college degree in Physical Education or Recreation.

Some positions may require bilingual English/Spanish communication skills, for which an additional 70 cents an hour will be paid.

Please review the official employment application from the City of San Diego's Personnel Department carefully for complete information about these and other positions with the Park and Recreation Department. Be sure to include all special documents required of the position, or the application will be rejected.

